

## **Standing Rules of the California Legislative Roundtable**

- I. Name**  
The name of this organization shall be "California Legislative Roundtable".
- II. Purpose**  
The purpose of the organization is to furnish a forum for the exchange of information on legislative items and other matters of interest to women and to facilitate action by participating organizations in accord with their policies.
- III. Admission**  
Any organization with interest in statewide legislation directly relating to the concerns of women shall be eligible for membership. Organizations are welcome to attend one meeting as a guest prior to applying for membership. Individual members-at-large with interest in statewide legislation directly related to the concerns of women shall be eligible for membership.
- IV. Representation**  
Each organization is entitled to one vote. Individual members-at-large are non-voting members. One voting representative and three guests from the organization may attend meetings. Organizations are encouraged to select continuing representatives who are conversant with their organizational policies and programs relating to legislative interests. Each member organization shall provide the Roundtable Secretary with names of the organization's President, delegate and alternate, and shall inform the Secretary of any changes on an ongoing basis.
- V. Meetings**  
A minimum of six meetings shall be held each year including the annual business meeting in June, with actual dates and locations to be determined by the Executive Committee. An agenda and summary of the previous meeting will be mailed out 14 days prior to each regular meeting. Special meetings may be called at the Chair's discretion. A quorum of member organizations must be present at each regular meeting in order to conduct business. A quorum is eight member organizations in good standing.
- VI. Officers, Duties, Elections**  
Two meetings prior to the June meeting of the Roundtable, a nominating committee will be established as follows: A chair to be appointed by the Roundtable Chair and two members to be elected by the delegates present. Each member of the nominating committee shall represent a different organization. The nominating committee shall present a slate of officers at the May meeting and the election shall be held at the June meeting. Nominations will be permitted from the floor at both the May and June meetings. A majority vote of members present will elect. Officers shall be the Chair, Vice Chair, Secretary, and Treasurer, each representing a different organization. Duties of the Above officers may be shared.

The Chair shall preside at meetings.

The Vice Chair shall assist the Chair as requested, preside in her absence, and shall be responsible for meeting arrangements and program.

The Secretary shall mail meeting notices, minutes, agenda and roster information.

The Treasurer shall receive dues and maintain membership records. She shall accept reservations and money, deposit receipts and pay bills from the California Legislative Roundtable bank account.

Any two of the four officers are authorized to sign checks.

Officers shall hold office for one year or until their successors are elected.

Newly elected officers shall take office in August with an Executive Committee meeting. The first general meeting will be held in September.

Vacancies in office shall be filled by nominations from the floor and elected at the next regular meeting.

**VII. Committees**

Ad hoc committees may be appointed as needed by the Chair.

**VIII. Finance**

Membership Dues: Membership dues are \$25 per year assessed for each member organization. Dues for individual members-at-large are \$10. The fee, payable January 1 of each year, will cover one copy of the roster, meeting agendas, and minutes. The fiscal year is January through December. Organizations joining in mid-year will be assessed the registration fee on a pro-rated basis.

**IX. Parliamentary Procedure**

These standing rules may be amended by a 2/3 majority vote of members present at any regular meeting having given 14 days notice. Roberts Rules of Order, revised, shall be the parliamentary authority.